

RAILROAD COMMISSION OF TEXAS



Oversight and Safety Division

Gas Services

Utility Tax Payment Guide

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Gas Services Department – Utility Tax Payment Guide

This guide walks users through the access requirements and navigation steps needed to submit Gas Utility Tax payments through the Railroad Commission of Texas (RRC) systems.

Important Information

Payment Limits – The credit card payment transaction limit is \$150,000. Electronic check transaction limit is \$5,000,000.

The RRC ACH company ID is 2146000311. Providing this to your financial institution can help ensure electronic check payments are processed as ACH payments and help your financial institution verify that they are not fraudulent.

Please do not proceed through the payment steps unless you have your full bank or credit card details to hand.

Access Requirements

To make payments, users must have an active RAMP (RRC Account Management Portal) account.

If you know your account details, you can log in to make your payment via the [RAMP Login Page](#).

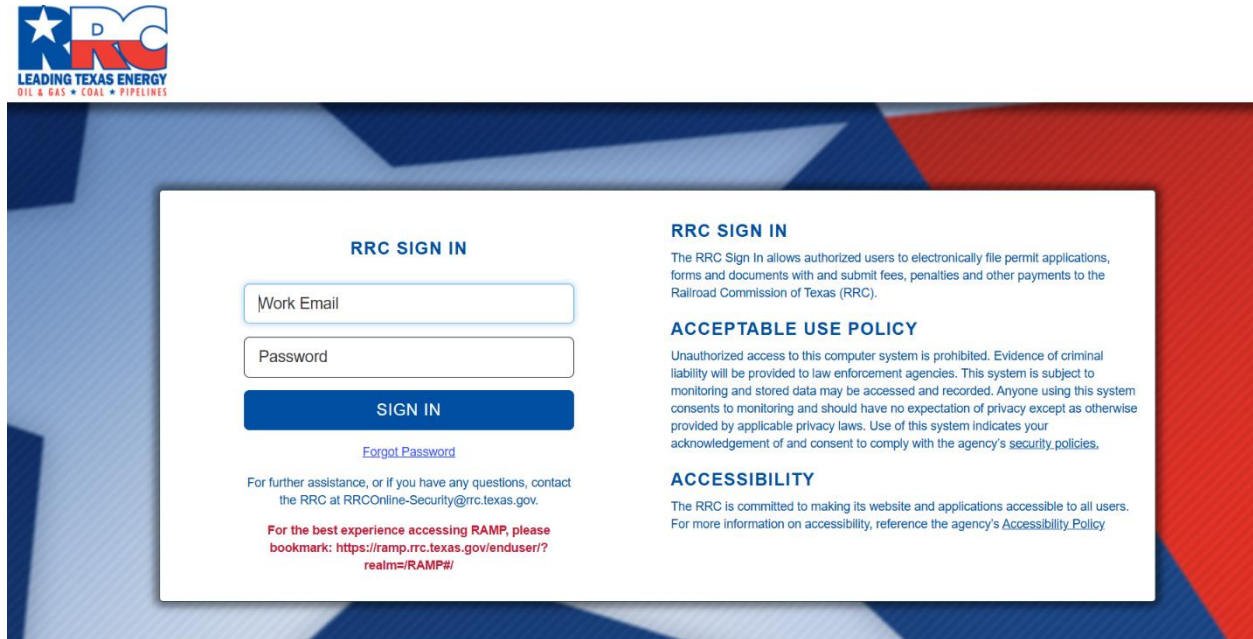
If you do not have access, or are uncertain, please contact your organization’s RAMP administrator (follow [this link](#) for more information on login requirements).

***If you select the link in the payment notification email, it will take you directly to the online portal page shown in #3 on page 3 of this guide. On that page, you will login in the upper right corner and then select the Gas “Make a Payment” icon and continue following the steps.**

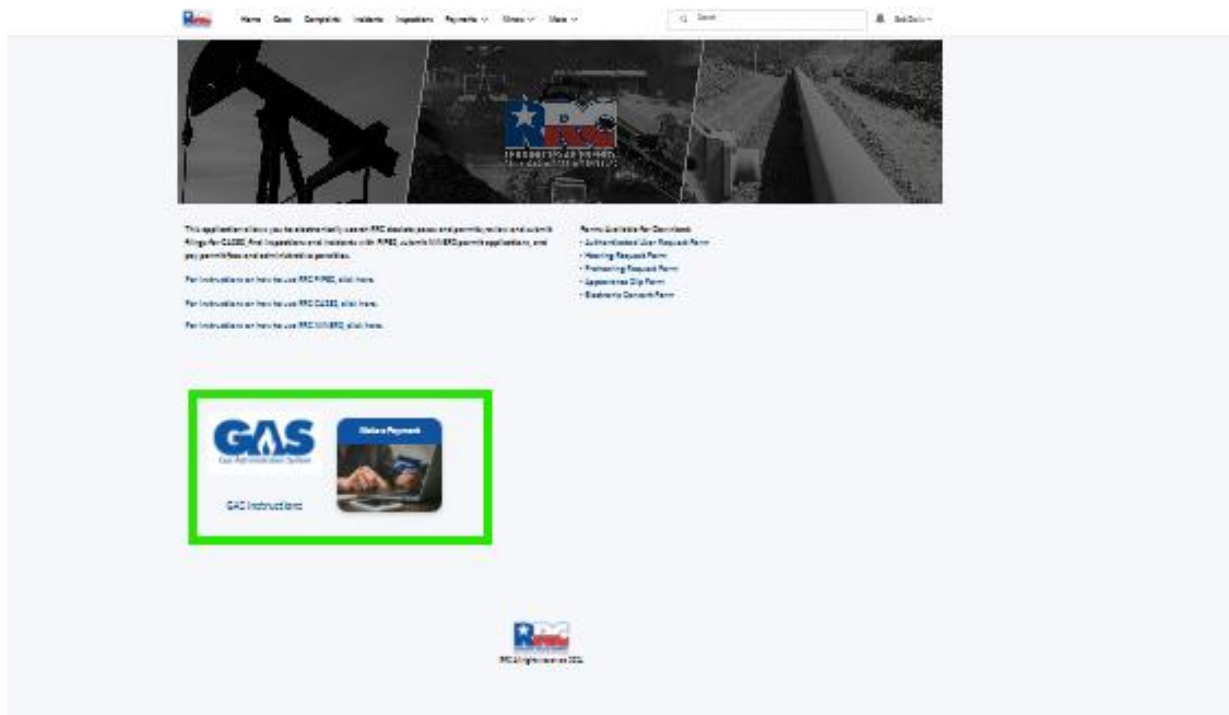
NOTE: *If you are not sure who your company’s RAMP administrator is, you can send a request to the RRC at rronline-security@rrc.texas.gov asking for a list of the Delegated Administrators for your company.*

Logging In to the GAS Application

1. Access the login page via the [RAMP Login Page](#) link.



2. Enter your email address and password.
3. You will be redirected to the RRC External User Interface Portal. Navigate down to GAS and select **Make a Payment**.



Selecting Tax Report to Pay

On logging in to the GAS payment application, you will see a list of Available Tax Reports.

This list contains all tax reports linked with you that are currently awaiting payment.

Organization Name	Quarter	Reporting Year	Report Status	Total Amount Due and Payab...	Payment Due Date
Greg Test Org		2024	Awaiting Payment	\$25.71	
RR Org Test	Q1 (Jan-Mar)	2026	Delinquent Payment	\$525.00	May 20, 2026
RR Org Test	Q2 (Apr-Jun)	2026	Awaiting Payment	\$119,418.43	May 29, 2026
RR Org Test	Q4 (Oct-Dec)	2024	Delinquent Payment	\$5,680.27	May 1, 2026
RR Org Test	Q4 (Oct-Dec)	2025	Delinquent Payment	\$606.08	May 1, 2026

NOTE: If the information on this list appears to be incorrect, please contact the Gas Services support team via email: gutax@rrc.texas.gov or phone: 512-463-7027

The following information is displayed for each item on the list:

1. Organization Name – note that each user can be registered as a Tax Representative for multiple organizations, all of which will appear on this list if they have outstanding payments due.
2. Reporting Year and/or Quarter – identify the report to be paid.
3. Report Status – reports are either Awaiting Payment or Delinquent.
4. Total Amount Due and Payable.
5. Payment Due Date.

Select the report to be paid by clicking the circle to the left of the listed report and then the **Next** button to proceed to payment.

Review Payment Summary

After selecting the report to pay, you will see the Payment Summary screen.

Here you can view a breakdown of how the total payment amount was calculated (if any late penalty or penalty interest was included).

The screenshot shows the RRC (Railroad Commission of Texas) website interface. At the top, there is a navigation menu with links for Home, Cases, Complaints, Incidents, Inspections, Payments (highlighted), Miners, and More. A search bar and a user profile for Bob Davis are also visible. The main content area displays the following information:

Company Id - 010442	Net Tax Due - \$110,000
Company Name - RR Org Test	Late Penalty - \$5,500
	Interest - \$3,918.434
	Total Amount Due - \$119,418.43

Below the table, there is a prompt: "Click the link below to complete your payment:" followed by a "Make Payment" link. A note states: "Once you return back to this screen after completing payment, please click the Next button on the right hand side below." A "Next" button is located at the bottom right of the content area. The footer includes the RRC logo and the text "RRC All rights reserved 2024".

When you have reviewed the summary, click the **Make Payment** link to continue. Do not select the "Next" button.

Payment Portal

Step 1 - Select Quantity

On the Select Quantity screen you can see the payment breakdown details again and will make a **Payment Type** selection.

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment ID: 307485
Company ID: 010442
Company Name: RRC Org Text

Fee Description	Amount	Quantity	Total
Gas Utility Tax Payment - Net Tax Amount	\$ 110,000.00	1	\$ 110,000.00
Gas Utility Tax 5% Penalty of Net Tax Due (when 1-30 days late)	\$ 5,500.00	1	\$ 5,500.00
RRC Fee			\$ 115,500.00

Payment Type

Electronic Check Credit Card

Continue Exit

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The available payment types are Electronic Check or Credit Card.

Select the desired payment type and click the **Continue** button.

Note: if you pay with a credit card, the transaction will be assessed using the following formula: $((RRC\ Fee + \$.25) * .0225) + \$.25$. For example, if you pay tax of \$100.00, the assessment is \$2.51, and you are charged a total of \$102.51. There is no additional fee for electronic check payments.

Step 2 – Contact Information

Input your contact information. Ensure to input details for all required fields along with a valid email address. Click the **Continue** button when complete.

The screenshot shows the 'Payment Portal' interface for the Railroad Commission of Texas. At the top, there is a navigation bar with the RRC logo and the text 'Railroad Commission of Texas'. Below this, a progress indicator shows five steps: 1. Select Quantity, 2. Contact Information (highlighted in yellow), 3. Verify Information, 4. Pay Fee, and 5. Confirmation. The main content area displays 'Payment Id: 307485' and a form with the following fields: First Name, Middle Name, Last Name, Company Name (pre-filled with 'RR ORG TEST'), Phone Number, Email Address, and Confirm Email. At the bottom of the form are three buttons: 'Previous', 'Continue', and 'Exit'. A footer bar contains the text 'Disclaimer | RRC Online | RRC Home | Contact'.

Step 3 – Verify Information

Verify that all information displayed on this screen is accurate before proceeding. If paying by credit card, the amount listed alongside **Texas.gov Price** includes the additional credit card processing fee. Click the **Continue** button to proceed.

The screenshot shows the 'Payment Portal' interface for the Railroad Commission of Texas, now at Step 3: Verify Information. The progress indicator highlights step 3 in yellow. Below the progress bar, a message reads: 'Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.' The form displays 'Payment Id: 307485' and a table of contact information: Name (BOB TAXPAYER), Company Name (RR ORG TEST), Phone Number (0910 999-9999), and Email (notanemail@email.com). Below this is a table of fees:

Fee Description	Amount	Quantity	Total
Gas Utility Tax Payment - Net Tax Amount	\$ 110,000.00	1	\$ 110,000.00
Gas Utility Tax 5% Penalty of Net Tax Due (when 1-30 days late)	\$ 5,500.00	1	\$ 5,500.00
RRC Fee			\$ 115,500.00
Texas.gov Price			\$ 115,500.00

Below the fee table is a small text box containing a disclaimer: 'This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code, §§ 5.9, 7, 8, 9.9, 9.10, 9.11, 9.12, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c), Texas Natural Resources Code: 113.054, 113.085, 113.093, 113.131, 113.163 and 110.872 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.' At the bottom of the form are three buttons: 'Previous', 'Continue', and 'Exit'. A footer bar contains the text 'Disclaimer | RRC Online | RRC Home | Contact'.

Step 4 – Pay Fee

Review the payment alerts and security messages displayed on this page. Click the **Make Payment** button to proceed to the Payment Information screen.

The screenshot shows the 'Payment Portal' for the Railroad Commission of Texas. At the top, there is a navigation bar with the RRC logo and the text 'Railroad Commission of Texas'. Below this, a progress indicator shows five steps: 1. Select Quantity, 2. Contact Information, 3. Verify Information, 4. Pay Fee (highlighted in yellow), and 5. Confirmation. The main content area is titled 'Summary of Created Fees (Register Number): 558717' and 'Payment Id: 307485'. It contains a table with the following data:

Fee Description	Amount	Quantity	Total
Gas Utility Tax Payment - Net Tax Amount	\$ 110,000.00	1	\$ 110,000.00
Gas Utility Tax 5% Penalty of Net Tax Due (when 1-30 days late)	\$ 5,500.00	1	\$ 5,500.00
RRC Fee			\$ 115,500.00
Texas gov Price			\$ 115,500.00

Below the table, there is a note: 'Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information. This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.16, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c); Texas Natural Resources Code: 113.054, 113.055, 113.093, 113.131, 113.163 and 116.072 Texas gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.' At the bottom of the main content area, there are three buttons: 'Previous', 'Make Payment', and 'Exit'. A note at the bottom of the page states: 'Note: Texas.gov Payment Services recently implemented security changes to enhance credit card validation for payments to help ensure the person making the payment is an authorized user for the credit card. The security enhancements are in the Credit/Debit Card payment page. If the zip code entered in the address section and the credit card security code do not match the information on file with the credit card company, the payment will fail. Please contact your credit card company to verify this information if your payment fails.'

Payment Information – Electronic Check

On the Payment Information screen, you will be asked for your account information.

The screenshot shows the 'Account Information' form. It has four main input fields: 'Account Type' (a dropdown menu with 'Select' as the current value), 'Routing Number' (a text input field with 'Routing Number' as a placeholder), 'Account Number' (a text input field with 'Account Number' as a placeholder), and 'Confirm Account Number' (a text input field with 'Confirm Account Number' as a placeholder). Below these fields, there is a visual representation of a routing and account number: '12 22 22 05 278 67 24 30 1068 332'. The first 12 digits are grouped and labeled 'ROUTING NUMBER', and the next 10 digits are grouped and labeled 'ACCOUNT NUMBER'. The last three digits are '332'.

Provide your Account Type, Routing Number, and Account Number as directed.

Payment Information – Credit Card

On the Payment Information screen, you will be asked for your card information.

The screenshot shows the 'Card Information' form. It has three main input fields: 'Card Number' (a text input field with 'Card Number' as a placeholder and icons for American Express, Discover, Mastercard, and Visa), 'Expiration Date' (a dropdown menu with 'MM' as the current value and 'YYYY' as the format), and 'CVV' (a text input field with 'CVV' as a placeholder and a small icon of a credit card).

Provide your Card Number, Expiration Date, and CVV number as directed.

Payment Information – Billing Address and Captcha


After entering your account/card details, enter your Billing Address information and click the security Captcha in the bottom left corner before clicking the **Submit** button to complete your payment.

Billing Address	
First Name*	Last Name*
<input type="text" value="BOB"/>	<input type="text" value="TAXPAYER"/>
Address Line 1*	Address Line 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text" value="Select"/>
Zip*	Country*
<input type="text"/>	<input type="text" value="United States of America"/>
Phone	Email
<input type="text" value="(999) 999-9999"/>	<input type="text" value="notanemail@email.email"/>

* Required fields

Texas.gov fee**	\$ 128.06
Total	\$ 5,808.33

**Payment includes Texas.gov cost recovery fees for the state of Texas.

<input type="checkbox"/> I am human	
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Cancel

Submit

Step 5 – Confirmation

Following successful payment you will be redirected to the Confirmation screen.

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 307486

Name	BOB TAXPAYER
Company Name	RR ORG TEST
Phone Number	(999) 999-9999
Email	notanemail@email.com

Fee Description	Amount	Quantity	Total
Gas Utility Tax Payment - Net Tax Amount	\$ 5,000.00	1	\$ 5,000.00
Gas Utility Tax 10% Penalty of Net Tax Due (when 31+ days late)	\$ 100.00	1	\$ 100.00
Gas Utility Tax 12% Interest per annum calculation (when 61+ days late)	\$ 580.27	1	\$ 580.27
RRC Fee			\$ 5,680.27
Texas.gov Price			\$ 5,680.33

Payment Information	
Payment Amount	\$5,680.33
Date and Time	06/04/2026 02:37:14 PM
Trace Number	45SRM000026267
Authorization Code	PPS395
Register Number	558710

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

Your payment is complete but transaction is not yet complete. You must click the "Return" button to complete your transaction.

[Print Confirmation](#) [Return](#)

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You are able to review the confirmed payment details here and print a copy for your records (separate confirmation will also be sent via email).

Note: To ensure that your payment is correctly and promptly registered, make sure to click the **Return** button on this screen and continue with the next steps on page 11.

When returned to the Summary Screen, click the **Next** button to complete the payment process.

Company Id - 010442 Net Tax Due - \$110,000

Company Name - RR Org Test Late Penalty - \$5,500

Interest - \$3,918.434


Total Amount Due - \$119,418.43

Click the link below to complete your payment:

[Make Payment](#)

Once you return back to this screen after completing payment, please click the Next button on the right hand side below.


Next


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You will see the following message confirming that the payment has been received.

Thank you. Your payment has been received.

[Previous](#) [Finish](#)


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The payment is now complete. You must complete all of these steps for the payment to process smoothly.